

U.S. Department of Energy
Washington, D.C.

ORDER

DRAFT
DOE O 251.1X

Approved: XX-XX-05
Review Date: XX-XX-07

SUBJECT: DIRECTIVES SYSTEM

1. OBJECTIVES.

- a. Implement a consistent and effective management system that facilitates the timely development, revision, review, issuance and cancellation of Department of Energy (DOE) Policies, Orders, Notices, Manuals, and Guides.
- b. Ensure directives are accurate, performance-based and provide Departmental elements with the essential information needed to perform their jobs correctly, safely, effectively, efficiently, and in a secure manner.
- c. Identify requirements for DOE's Directives Management System and associated roles and responsibilities.
- d. Ensure directives requirements allow for maximum flexibility, avoid the imposition of overly prescriptive or non-value added requirements, and permit implementation decisions at the lowest responsible level commensurate with the work and associated hazards.
- e. Foster the use of commercial and industry standards whenever possible and to eliminate unnecessary or redundant requirements.
- f. Ensure that directives are consistent with relevant laws and regulations. In compliance with the statutory requirements in P.L. 104-201, Sec. 3174, DOE hereby finds that the subject Order is necessary for the fulfillment of current legal requirements, and conduct of critical administrative functions.

2. CANCELLATIONS. DOE O 251.1A, *Directives System*, dated 1-30-98, and DOE M 251.1-1A, *Directives System Manual*, dated 1-30-98. Cancellation of an Order does not, by itself, modify or otherwise affect any contractual obligation to comply with the Order. Cancelled Orders that are incorporated in a contract remain in effect until the contract is modified to delete the references to the requirements in the cancelled Orders.

3. APPLICABILITY.

- a. Primary DOE Organizations, Including National Nuclear Security Administration (NNSA) Organizations. Except for the exclusions in paragraph 3c, this Order applies to all Primary DOE Organizations when using the Directives System for Policies, Orders, Notices, Manuals, and Guides. (See Attachment 1 for a complete list of Primary DOE Organizations. This list automatically includes Primary DOE Organizations created after the Order is issued.)

The Administrator of NNSA shall assure that NNSA employees and contractors comply with their respective responsibilities under this Order.

b. Site/Facility Management Contractors.

- (1) The Contractor Requirements Document (CRD), Attachment 2, sets forth requirements of this Order that will apply to site/facility management contracts that include the CRD.
- (2) The contracting officer is responsible for incorporating the applicable requirements of the CRD into the laws, regulations, and DOE directives clause of each contract of contractors that perform work at or for any DOE facility affected by the requirements established by this Order.
- (3) Regardless of the performer of the work, the contractor is responsible for compliance with the requirements of the CRD that are incorporated in its contract. An affected contractor is responsible for flowing down the requirements of the CRD to subcontractors at any tier to the extent necessary to ensure the contractor's compliance with the requirements.

c. Exclusions. This Order does not apply to the development and issuance of DOE Regulations, Technical Standards and related documents, or any type of directive when it contains classified information.

4. REQUIREMENTS.

- a. Departmental elements that will be affected by a directive must have the opportunity to participate in their development including revision, and coordination.
- b. Directives must be developed, coordinated, and issued in a timely manner and must be kept current.
- c. A Directives Submission Checklist must be completed and submitted to the Directives System Manager prior to a directive's coordination.
- d. Comments received on Orders and Manuals must be consolidated and labeled as major or suggested comments.
- e. OPIs and commenters must attempt to resolve conflicting positions on major issues within the set due dates. The OPI must provide a written response to the reviewer of how it proposes to address the issue. The commenter must provide written concurrence or nonconcurrence on the OPI's resolution within the set deadline.
- f. Provisions in Guides must not be construed as requirements in any audit or appraisal for compliance with parent Order, Notice, or Manual or other

legal source. Guides describe suggested approaches to meeting requirements.

- g. Intended requirements for contractors are to be set forth in the portion of the directive titled “Contractor Requirements Document,” which can be incorporated into a contract.
- h. Supplemental directives issued by field or Headquarters elements must not contradict or delete provisions in any applicable DOE Policy, Order, Manual, or Notice (see DOE M 251.1-1X, Chapter IV).
- i. Orders and Manuals must be reviewed every 2 years by the OPI to determine whether they should be continued without change, update or revision, or cancellation.
- j. The Directives System is the only means by which one DOE organization can issue a directive establishing requirements that affect other DOE organizations.
- k. With the exception of line management direction concerning functions or activities under their direct responsibility, OPIs must issue policies, requirements, responsibilities, and guidelines through the Departmental Directives System.
- l. Training is required for new writers and DPCs from the Office of Management, Budget and Evaluation, Office of Management Communications’ Directives System Manager.
- m. Necessity findings statements must be placed in the Objectives paragraph of all Orders.
- n. Additional requirements for Defense Nuclear Facilities.
 - (1) Guidance provided in implementation guides (including referenced standards) describes acceptable methods to satisfy intended requirements contained in Orders, Notices, Manuals, and other legal source. Alternative methods that satisfy the requirements of an Order, Notice, or Manual are also acceptable. Any implementation method selected must ensure an adequate level of safety commensurate with the hazards associated with the work.
 - (2) In addition to requirements imposed by statute, the Department sets safety and health requirements for its laboratories and other contractors through requirements (a) contained in Department Regulation to the extent provided by the terms of each regulation and (b) to the extent that intended requirements contained in directives other than regulations are provided in the relevant contract.

- (3) Policies, Orders, and Manuals that contain safety and health requirements applicable to defense nuclear facilities should be reviewed every 2 years by the OPI and implementing organizations to determine whether revision is appropriate.
5. RESPONSIBILITIES. See DOE M 251.1-1X, *Directives System Manual*, dated XX-XX-XX, for specific responsibilities.
6. CONTACT. Questions concerning this Order should be addressed to the Office of Management Communications at (202) 586-4716.

BY ORDER OF THE SECRETARY OF ENERGY:

KYLE E. McSLARROW
Deputy Secretary

**PRIMARY DEPARTMENT OF ENERGY ORGANIZATIONS
TO WHICH DOE O 251.1X IS APPLICABLE**

Office of the Secretary
Departmental Representative to the Defense Nuclear Facilities Safety Board
Energy Information Administration
National Nuclear Security Administration
Office of the Chief Information Officer
Office of Civilian Radioactive Waste Management
Office of Congressional and Intergovernmental Affairs
Office of Counterintelligence
Office of Economic Impact and Diversity
Office of Electric Transmission and Distribution
Office of Energy Assurance
Office of Energy Efficiency and Renewable Energy
Office of Environment, Safety and Health
Office of Environmental Management
Office of Fossil Energy
Office of General Counsel
Office of Hearings and Appeals
Office of Independent Oversight and Performance Assurance
Office of Inspector General
Office of Intelligence
Office of Legacy Management
Office of Management, Budget and Evaluation/Chief Financial Officer
Office of Nuclear Energy, Science and Technology
Office of Policy and International Affairs
Office of Public Affairs
Office of Science
Office of Security
Office of Security and Safety Performance Assurance
Secretary of Energy Advisory Board
Bonneville Power Administration
Southeastern Power Administration
Southwestern Power Administration
Western Area Power Administration

CONTRACTOR REQUIREMENTS DOCUMENT
DOE O 251.1X, *Directives System*, dated XX-XX-05

Regardless of the performer of the work, the contractor is responsible for complying with the requirements of this CRD. The contractor is responsible for flowing down the requirements of this CRD to subcontractors at any tier to the extent necessary to ensure the contractor's compliance with the requirements. In doing so, the contractor must not unnecessarily or imprudently flow down requirements to subcontractors. That is, the contractor will ensure that it and its subcontractors comply with the requirements of this CRD and incur only those costs that would be incurred by a prudent person in the conduct of competitive business.

Cancellation of DOE O 251.1X does not, by itself, modify or otherwise affect any contractual obligation to comply with the Order. Cancelled Orders that are incorporated by reference in a contract remain in effect until the contract is modified to delete the references to the requirements in the cancelled Orders.

Contractors must—

1. participate in the development and coordination of draft directives when the originator and the contractor determine that participation may be beneficial for the development of a sound directive;
2. provide analyses of draft directives, when requested, and advise the Department of Energy of—
 - a. the impact on contractor operations;
 - b. the need for the directive;
 - c. the value added by the directive and the requirements contained therein; and
 - d. any constructive alternatives to a directive's contents when such alternatives allow the Department to attain its objectives more quickly or at lower cost without sacrificing effective program direction, accountability, and performance assurance; and
3. evaluate and respond to cost impact estimates, when requested.